

Message Text

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SUBJ: IMPORTANT RECENT ORGANIZATIONAL AND PERSONNEL
CHANGES AT UNDP HEADQUARTERS

1. QUOTED BELOW IS AN INTERNAL UN NOTE DATED 16 MAY 1975
FROM THE UNDP ADMINISTRATOR SETTING FORTH NEW ORGANIZA-
TIONAL ARRANGEMENTS AND ASSIGNMENTS AT UNDP HEADQUARTERS
IN THE AREAS OF ADMINISTRATION, FINANCE, PROJECT EXECU-
TION, PROCUREMENT, AND MANAGEMENT REVIEW AND AUDIT.

2. TEXT FOLLOWS:

1. ORGANIZATIONAL ARRANGEMENTS AND ASSIGNMENTS OF DUTIES AND
RESPONSIBILITIES UNDER THE GENERAL DIRECTION OF THE DEPUTY
ADMINISTRATOR (ADMINISTRATIVE) WERE ANNOUNCED IN CIRCULAR
MEMORANDUM UNDP/ADM/HQTRS/18 OF 1 OCTOBER 1972.
IN THE INTERVENING PERIOD, A NUMBER OF THE FUNCTIONS INVOLVED
HAVE UNDERGONE EXTENSIVE CHANGES, AND NEW ACTIVITIES HAVE
ARISEN WHICH REQUIRE REVISIONS IN ORGANIZATIONAL AND REPORTING
ARRANGEMENTS.

2. ACCORDINGLY, MR. JOHN A. OLVER HAS BEEN ASKED TO UNDERTAKE
SPECIAL RESPONSIBILITIES AND STUDIES IN NEW OPERATIONAL
AREAS, WHILE CONTINUING TO SUPERVISE CERTAIN SEGMENTS OF
THE FORMER BUREAU OF ADMINISTRATION AND FINANCE, WHICH
WILL NO LONGER CONSTITUTE AN ORGANIZATIONAL ENTITY. MR.
OLVER, WHOSE TITLE IS HEREBY CHANGED TO ASSISTANT AD-
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MINISTRATOR (OPERATIONS AND PROCUREMENT), WILL REPORT TO

THE DEPUTY ADMINISTRATOR (ADMINISTRATIVE) AND WILL ACT FOR HIM ON ALL MATTERS DURING THE LATTER'S ABSENCES FROM HEADQUARTERS.

3. THE FOLLOWING ACTIVITIES WILL REMAIN UNDER THE SUPERVISION OF MR. OLVER:

(A) DIVISION OF MANAGEMENT INFORMATION SERVICES (MR. LOUIS A. SHAPIRO, DIRECTOR), SUBJECT TO FUTURE ADJUSTMENT DESCRIBED IN PARAGRAPH 7 BELOW;

(B) DIVISION OF GENERAL SERVICES (MR. YOON-YUL KIM, CHIEF), AS PRESENTLY CONSTITUTED;

(C) LEGAL SERVICE (MR. MANUEL MENDEZ, CHIEF), AS PRESENTLY CONSTITUTED.

4. THE PROJECTS EXECUTION DIVISION, ESTABLISHED BY CIRCULAR MEMORANDUM UNDP/ADM/HQTRS/18/ADD.1 DATED 15 FEBRUARY 1973, IS HEREBY RE-NAMED THE OFFICE FOR PROJECTS EXECUTION, WITHOUT CHANGE IN FUNCTIONS. MR. J.B. CELLA, JR., DIRECTOR, WILL REPORT TO THE ASSISTANT ADMINISTRATOR (OPERATIONS AND PROCUREMENT).

5. STUDIES RELATING TO THE POSSIBLE CREATION AND FUNCTIONING OF A CENTRAL PROCUREMENT SYSTEM, AS PROPOSED IN DP/112 FOR CONSIDERATION BY THE GOVERNING COUNCIL AT ITS TWENTIETH SESSION IN JUNE 1975, WILL BE UNDERTAKEN UNDER THE DIRECTION OF THE ASSISTANT ADMINISTRATOR (OPERATIONS AND PROCUREMENT).

6. MR. GEORGE F. SADDLER WILL CONTINUE AS DIRECTOR, DIVISION OF FINANCE. WITH INCREASED DELEGATIONS OF AUTHORITY, HE WILL REPORT TO THE DEPUTY ADMINISTRATOR (ADMINISTRATIVE).

7. A MANAGEMENT REVIEW AND AUDIT DIVISION IS HEREBY CREATED THROUGH A MERGER OF THE PRESENT MANAGEMENT INSPECTIONS AND AUDIT SERVICE AND THE ORGANIZATION AND METHODS STAFF. WITH EFFECT FROM 2 SEPTEMBER 1975, THE SYSTEMS DEVELOPMENT SECTION OF THE DIVISION OF MANAGEMENT INFORMATION SERVICES

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WILL TRANSFER TO THE NEW DIVISION. MR. A. VAIDYANATHAN WILL SERVE AS DIVISION DIRECTOR, AND MR. RAYMOND F. RABENOLD AS DEPUTY DIRECTOR. MR. VAIDYANATHAN WILL REPORT TO THE DEPUTY ADMINISTRATOR (ADMINISTRATIVE), BUT WILL CONTINUE TO HAVE SPECIAL REPORTING RESPONSIBILITIES TO THE ADMINISTRATOR ON MATTERS RELATING TO MANAGEMENT INSPECTIONS AND AUDITS.

8. THE DIVISION OF PERSONNEL (DR. MICHAEL H.K. IRWIN, DIRECTOR) WILL REMAIN UNDER THE SAME ORGANIZATIONAL AND REPORTING ARRANGEMENTS AS AT PRESENT.

9. A FURTHER MEMORANDUM, DETAILING THE ORGANIZATIONAL AND PROCEDURAL EFFECTS OF THESE CHANGES, WILL BE ISSUED IN DUE COURSE. UNQTE.

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